

ADDENDUM IV REPORTING REQUIREMENTS

Due Date	Type of Report	Reporting Period	Send Report to...	Report Format	Reporting Frequency	Contract Reference(s)
Before contract signing	Affidavit: Standard Language in Subcontracts		CDS	Hardcopy	Required Annually	Art V, B, 2,a Protocol, pg. 18
Within 15 days contract signing	Affirmative Action Plan/ Civil Rights Compliance Plan	Contract Period	AA/CR	Hardcopy	Required Biannually	Art XI Add VII,C,1
Within 30 days of contract signing	Disclosure of Interest	Prior Twelve Months	CDS	Hardcopy	Required Annually	Art III, C, 2

YEAR 2003

FIRST QUARTER

January 31	Mini-Encounter Data File	Jan. 1, 2001 thru Sept 30, 2002	EDS	Electronic Media (including email)	Required Quarterly	Art. X, D, 1
January 31	QA/QI Plan for 2003	Contract Period	CDS	Hardcopy	Required Annually	Art. X, A, 1, a
January 31	2002 Annual Performance Improvement Projects	Contract Period	CDS	Hardcopy	Required Annually	Art X, K, 2 Add X
February 1	Grievance and Appeals Summary Report	Oct 1, 2002 through Dec 31, 2002	CDS	Email or Hardcopy	Required Quarterly	Art IX, K, 2
February 1	Order of Enrollment	Oct 1, 2002 through Dec 31, 2002	CDS	Hardcopy	Required Quarterly	Art VII, C, 6, c
February 1	AIDS/ Ventilator Dependent Report	Reportable Costs as of Present Time	EDS - Olin	Hardcopy and Diskette	Ad-Hoc Quarterly	Art XIII, I Add XI
February 15	Provider Network Listing and Physician Credentialing Review	As of Present Time	CDS	Hardcopy	Required Annually	Art V, A Art X, F, 2
February 15	Semiannual Narrative Report	Jul 1, 2002 through Dec 31, 2002	CDS	Hardcopy	Required Semiannually	Art X, K, 5
February 15	Financial Report	Oct 1, 2002 through Dec 31, 2002	CDS	Hardcopy	Required Quarterly	Art XIV, B, 6 Protocol, pg. 150
February 15	Coordination of Benefits Report	Oct 1, 2002 through Dec 31, 2002	CDS	Hardcopy	Required Quarterly	Art XIII, F, 2 Add V
February 15	Federally Qualified Health Centers Report	Oct 1, 2002 through Dec 31, 2002	CDS	Hardcopy	Ad-Hoc Quarterly	Art V, M, 4

SECOND QUARTER

April 30	Mini-Encounter Data File	Jan 1, 2001 thru Dec 31, 2002	EDS - MEDS	Electronic Media (including email)	Required Quarterly	see above
May 1	Grievance and Appeals Summary Report	Jan 1, 2003 through Mar 31, 2003	CDS	Email or Hardcopy	Required Quarterly	see above
May 1	Waiting List	Jan 1, 2003 through March 30, 2003	CDS	Hardcopy	Required Quarterly	see above

Due Date	Type of Report	Reporting Period	Send Report to...	Report Format	Reporting Frequency	Contract Reference(s)
November 15	Intake, Enrollment and Event Data File	Jan 2003 through June 30, 2003	EDS	Electronic Media (including email)	Required Semiannually	see above
November 15	Financial Report	Jul 1, 2003 through Sep 30, 2003	CDSD	Hardcopy	Required Quarterly	see above
November 15	Coordination of Benefits Report	Jul 1, 2003 through Sep 30, 2003	CDSD	Hardcopy	Required Quarterly	see above
November 15	Federally Qualified Health Centers Report	Jul 1, 2003 through Sep 30, 2003	CDSD	Hardcopy	Ad-Hoc Quarterly	see above
December 1	Delegation of Authority	Contract Period	CDSD	Hardcopy	Required Annually	Art II, A, 3 Art X, A, 1b

YEAR 2004

FIRST QUARTER

January 31	ISN Cases	July 1, 2003 through December 31, 2003	CDSD	Hardcopy	Required Semiannually	see above
January 31	Satisfaction Survey	Contract Period	CDSD	Hardcopy	Required Annually	Art X, K, 1 Add III, 5, a
January 31	Mini-Encounter Data File	Jan 2002 through September, 2003	EDS			see above
January 31	QA/QI Plan for 2004	Contract Period	CDSD	Hardcopy	Required Annually	see above
January 31	Annual Performance Improvement Projects	Specified by CLA in the annual PIPs - 2003	CDSD	Hardcopy	Required Annually	Art X, K, 3
February 1	Grievance and Appeals Summary Report	Oct 1, 2003 through Dec 31, 2003	CDSD	Email or Hardcopy	Required Quarterly	see above
February 1	Order of Enrollment	Oct 1, 2003 through Dec 31, 2003	CDSD	Hardcopy	Required Quarterly	see above
February 1	AIDS/ Ventilator Dependent Report	Reportable Costs as of Present Time	EDS - Olin	Hardcopy and Diskette	Ad-Hoc Quarterly	see above
February 15	Provider Network Listing and Physician Credentialing Review	As of Present Time	CDSD	Hardcopy	Required Annually	see above
February 15	Semiannual Narrative Report	Jul 1, 2003 through Dec 31, 2003	CDSD	Hardcopy	Required Semiannually	see above
February 15	Financial Report	Oct 1, 2003 through Dec 31, 2003	CDSD	Hardcopy	Required Quarterly	see above
February 15	Coordination of Benefits Report	Oct 1, 2003 through Dec 31, 2003	CDSD	Hardcopy	Required Quarterly	see above
February 15	Federally Qualified Health Centers Report	Oct 1, 2003 through Dec 31, 2003	CDSD	Hardcopy	Ad-Hoc Quarterly	see above